

PURPOSE

In accordance with the COVID-19 Health Care Staff Vaccination rule from the Centers for Medicare & Medicaid Services (CMS), the Michigan Department of Health and Human Services adopts this policy to safeguard the health and safety of patients and employees from COVID-19.

SCOPE

This policy applies to *covered employees*, which are defined as employees, licensed practitioners, students, trainees, volunteers, contractors, and other individuals who provide (under contract or other arrangement) care, treatment, or other services for either a Medicare and Medicaid-certified provider or supplier (facility) that is regulated under the Medicare health and safety standards known as *Conditions of Participation*, *Conditions for Coverage*, or *Requirements*, or for a facility's patients.

Individuals who only provide services remotely and do not have any direct contact with patients and other staff (for example, fully remote human resources or telehealth members serving a facility), are not subject to this policy's vaccination requirements.

PROCEDURES

Vaccination

All employees will receive a reasonable amount of paid leave to receive vaccinations and to recover from any vaccine-related side effects. Employees are to work with their managers to schedule necessary time off.

An employee may take up to four hours of duty time—per dose—to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty time for employees receiving two doses.

If an employee spends less time getting the vaccine, only the necessary amount of duty time is granted.

Employees who use paid leave for vaccination are expected to seek locations that minimize absence from work.

Employees who take longer than four hours to get a vaccine must send their supervisors an email documenting the reason for the additional time.

Any additional reasonable time requested will be granted but not paid; in that situation, the employee can elect to use accrued leave, such as, sick leave, to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.

Employees may use sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working.

Employees seeking paid absence from duty for vaccination must follow the normal agency procedures for approval of absence from work. Employees who previously received an eight-hour grant of sick leave for vaccination in 2021 should use sick leave for absences from duty for vaccination. Employees who did not receive a vaccination grant of sick leave or who have exhausted their sick leave should notify their human resources director so appropriate timekeeping adjustments can be made for paid leave.

COVID-19 vaccinations are free regardless of whether an individual has health insurance. While a provider may bill a patient's health insurance for administering the vaccine, there is no out-of-pocket cost to an individual.

Proof of Vaccination

Human resources must maintain official documentation of vaccination status before the applicable deadlines. Any of the following are acceptable:

- CDC COVID-19 vaccination record card (or a legible photo of the card).
- Documentation of vaccination from a health care provider or electronic health record.
- State immunization information system record.

Covered employees may be required to provide proof of vaccination when requested to confirm compliance. *Covered employees* found to have provided false documentation will be subject to termination.

REASONABLE ACCOMMODATION

Requests for accommodations must be initiated by making a request to the reasonable accommodation coordinator for the agency. All such requests will be handled in accordance with applicable laws and regulations, including [Civil Service Regulation 1.04](#) and collective bargaining agreements. *Covered employees* should use all of the following:

- [CS-1668, Disability Accommodation Request by Employee](#), form to request disability or medical accommodations and
- Form available from the agency's human resources offices to request religious accommodations.

Covered employees should present requests for accommodations to the agency's human resources director promptly for review.

Covered employees exempted from the vaccination requirement will be required to undertake additional precautions to mitigate the transmission and spread of COVID-19. These additional precautions will be determined by the agency based on the public-health situation and may include, but are not limited to, reassignment to other duties, masking protocols, distancing measures, and recurring testing requirements. The details of any accommodation will be provided to *Covered employees* when an accommodation decision is made and may change depending on the public-health situation.

RECORDKEEPING

The agency will confidentially maintain records of vaccination or exemption of all *covered employees* who continue to work at covered facilities to ensure timely compliance with requirements of CMS rules.

EFFECTIVE DATES

Except as provided in this item, all *covered employees* must complete the following:

1. By January 27, 2022, have received either (a) their first dose of a two-dose COVID-19 vaccine or (b) a one-dose COVID-19 vaccine before providing any care, treatment, or other services for a facility or its patients.

2. By February 28, 2022, have completed their primary vaccination series. New *covered employees* who cannot meet these deadlines must have received, at a minimum, the first dose of a two-dose COVID-19 vaccine or a one-dose COVID-19 vaccine before providing any care, treatment, or other services for a covered facility or its patients.

A *covered employee* may be exempted from the vaccination requirement by requesting an accommodation under the process described above by January 27, 2022. During the implementation period, *covered employees* may be allowed to continue working, at the discretion of the appointing authority and subject to additional precautions as described above, while an accommodation is being reviewed.

As of March 28, 2022, or earlier if determined by the appointing authority, *covered employees* who are not fully vaccinated or have not received an exemption will be separated.

CONTACT

Please direct any questions on this policy to the agency's human resources office.